

The Massachusetts Department of Correction (DOC) is an Equal Opportunity Employer. Women, Minorities, Vietnam Era Veteran and persons with a disability are encouraged to apply.

The DOC Employs People in many categories. Listed below are a few of the titles employed:

Correction Officers, Correctional Program Officer, Counsel, Accountant, Administrative Assistant, Clerk, Chaplain, Civil Engineer, EDP Programmer, Industrial Instructor, Program Manager, Personnel Officer, Power Plant Engineer, Research Analyst, Steam Fireman, Storekeeper, Wastewater Treatment Plant Operators.

Please Note: Some of the positions listed above require that you take and pass a civil service examination in order to be eligible for consideration for an appointment to the position.

Correction Officer I:

Starting Salary - \$1686.57 bi-weekly

Incumbents of positions in this series maintain custodial care and control of inmates; patrol correctional facilities; observe conduct and behavior of inmates; investigate suspicious inmate activity; and perform related work as required.

Minimum Entrance Requirements:

In accordance with Massachusetts General Laws, Chapter 31, § 64, applicants must have graduated from high school or must possess an equivalency certificate issued by the Massachusetts Department of Education; or must have served at least three years in the armed forces of the United States, the last discharge or release from which must have been under honorable conditions; must be able to obtain a permit to carry firearms; and must be without any prior criminal record or incarceration in jail or house of correction in accordance with Chapter 777, Acts of 1982.

Correction Program Officer A/B:

Starting Salary - \$1679.20 bi-weekly

Incumbent of positions in this series provide counseling, rehabilitation, or custodial care and treatment to inmates; perform classification duties; interview inmates; obtain inmate criminal histories through correspondence with other law enforcement agencies such as the criminal Justice Information system and the FBI, from institution and court records and from personal observation; analyze assessment information; counsel inmates on programming and placement recommendations available.

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License.

Minimum Entrance Requirements:

At least two years of full-time, or equivalent part-time, professional experience in counseling, rehabilitation, or custodial care and treatment of criminal offenders, inmates, prisoners, or

juvenile offenders; social work; guidance counseling; or criminal justice and the substitutions listed below.

A Bachelor's or higher degree in counseling, criminal justice, criminology, law, law enforcement, psychology, social work, or sociology may be substituted for the required experience on the basis of two years of education for one year of experience.

A Bachelor's degree in a field other than counseling, criminal justice, criminology, law, law enforcement, psychology, social work, or sociology may be substituted for one year of the required experience on the basis of two years of education for six months experience.

A Master's or higher degree in a field other than counseling, criminal justice, criminology, law, law enforcement, psychology, social work, or sociology may be substituted for one year of the required experience.

One year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

Ability to obtain a permit to carry firearms is required

A current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state may be required.

Accountant Series:

Starting Salary – Accountant I - \$1303.76 bi-weekly

Accountant II - \$1373.59 bi-weekly

Accountant III - \$1526.42 bi-weekly

Accountant IV - \$1691.48 bi-weekly

Incumbents of positions in this series examine accounting data; prepare financial statements and reports; maintain accounting records; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional experience in accounting or auditing, or (B) two years of full-time, or equivalent part-time, paraprofessional experience in accounting or auditing, or (C) any equivalent combination of the required (A) experience and the substitutions listed below.

An Associate's or higher degree with a major in accounting, business administration or business management may be substituted for the required (A) experience.*

Successfully completed education in accounting or business administration in a recognized business school or school of accounting may be substituted for the required (A) experience on

the basis of one year of such education above the high school level for six (6) months of the required (A) experience. *

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Note: No substitution will be permitted for the required (B) experience.

Administrative Assistant Series

Starting Salary – Administrative Assistant I - \$1303.76 bi-weekly

Administrative Assistant II - \$1456.46 bi-weekly

Incumbents of positions in this series monitor assigned unit activities; confer with agency staff; maintain liaison with others; review and analyze data concerning assigned unit activities; prepare reports; respond to inquiries; compile data and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office management, office administration, business administration or business management, the major duties of which include one or more of the following functions: purchasing, personnel management, budgeting, accounting, records management, work simplification, grants management, contract administration or program management, or (B) any equivalent combination of the required experience and the substitutions below.

An Associate's or higher degree with a major in business administration, business management or public administration may be substituted for the required experience.*

An Associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Clerk Series:

Starting Salary – Clerk II - \$962.77 bi-weekly

Clerk III - \$1074.13 bi-weekly

Clerk IV - \$1184.00 bi-weekly

Clerk V - \$1293.32 bi-weekly

Clerk VI - \$1362.37 bi-weekly

Incumbents of positions in this series maintain files and records; answer telephones; prepare and mail outgoing correspondence or parcels; prepare correspondence, forms, files and reports for processing, storage or forwarding; answer inquiries; operate standard office machines and equipment and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in office work or (B) any equivalent combination of the required experience and the substitutions below.

A diploma as evidence of graduation from the commercial or business course of a recognized high school or vocational/technical high school may be substituted for the required experience. *

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

Chaplain

Starting Salary - \$1581.89 bi-weekly

Employees in this series provide religious services for various client, inmate, patient and Department of Youth Services populations who seek spiritual and moral counseling and guidance; conduct religious ceremonies and memorial services; provide individual and group spiritual counseling; provide pastoral care for those in crisis (death, critical illness, etc.) and facilitate religious educational opportunities.

Minimum Entrance Requirements:

Ordination or other recognition as a religious leader/teacher based on the requirements of the population served and the specific requirements of the religion concerned. Refer to individual position descriptions for specific requirements.

Based on assignment, travel may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

Employees who were initially hired into salary range (A) may advance to salary range (B) at any time after hire based upon the following evidence of level (B) competencies:

Satisfactory completion of a full year performance evaluation cycle.

Civil Engineer Series:

Starting Salary – Civil Engineer IV - \$2182.55 bi-weekly

Civil Engineer V - \$2310.15 bi-weekly

Incumbents of positions in this series prepare or review plans, designs, specifications and cost estimates for engineering projects; prepare and/or review reports, studies and analytical data; perform calculations relating to engineering problems; perform engineering surveys; inspect construction and/or maintenance work; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in civil engineering work in such areas as construction, survey design, transportation, hydraulics, structural, sanitary, drafting, environmental, highway, architectural, airport, soils and materials, of which 9B) at least three years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisor capacity, or (D) any equivalent combination of the required experience and substitutions listed below.

An Associate's degree with a major in civil engineering** or civil engineering technology** may be substituted for a maximum of one year of the required (A) experience.*

A Bachelor's degree with a major in civil engineering** or civil engineering technology**, may be substituted for a maximum of two years of the required (A) experience.*

A Graduate degree with a major in civil engineering** may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

**NOTE: The terms of civil engineering and civil engineering technology include related engineering disciplines, such as construction, survey, hydraulics, design, transportation, structural, soils, sanitary, environmental, drafting, highway, architectural, mining, airport and materials.

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Note: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Counsel Series:

Starting Salary –Counsel I - \$1858.24 bi-weekly

Counsel II - \$2129.88 bi-weekly

Incumbents of positions in this series represent assigned agencies in court or at administrative hearings; obtain information on cases and prepare cases for trials or hearings; advise agency staff on legal matters; draft administrative, court, and legal documents; provide information to the public on agency functions, rules and regulations; and perform related work as required.

Minimum Entrance Requirements:

Membership in the Massachusetts Bar Association

Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License may be required.

EDP Programmer Series:

Starting Salary – EDP Programmer I - \$1243.52 bi-weekly

EDP Programmer II - \$1373.59 bi-weekly

EDP Programmer III - \$1526.42 bi-weekly

EDP Programmer IV - \$1691.48 bi-weekly

EDP Programmer V - \$1858.24 bi-weekly

Incumbents of positions in this series develop, design, write, test and/or maintain computer program for processing a variety of mathematical, accounting and statistical problems on electronic data processing (EDP) equipment and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional experience in electronic data processing work, the major duties of which included computer programming and/or computer systems analyst, or (B) any equivalent combination of the required experience and the substitutions below.

An Associate's or higher degree with a major in the field of data processing or computer and/or information science may be substituted for the required experience.*

A diploma for completion of a two year, full-time or equivalent part-time, program in an approved non-degree granting business or vocational/technical school above the high school level with a major in the field of computer programming may be substituted for the required experience.*

An official transcript from a recognized business or technical/vocational school as evidence of completion of a program consisting of at least 650 hours of instruction in the field of computer programming may be substituted for the required experience.

Graduation from the data processing course of a recognized vocational/technical high school may be substituted for the required experience*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

Industrial Instructor Series:

Starting Salary – Industrial Instructor I - \$1609.50 bi-weekly

Industrial Instructor II - \$1773.86 bi-weekly

Industrial Instructor III - \$1869.10 bi-weekly

Incumbents of positions in this series instruct trainees in the use of hand tools and the operation of industrial shop machinery or equipment; determine methods of instruction to be used and assign task to trainees; inspect equipment and materials and perform preventative maintenance; monitor the activities of the assigned area; motivate trainees; and perform related work as required.

Minimum Entrance Requirements:

None.

Librarian (Correctional Librarians) Series:

Starting Salary – Librarian A/B - \$1435.35 bi-weekly

Librarian C - \$1581.89 bi-weekly

Employees in this series supervise and maintain general and law collections for an inmate population; supervise and maintain satellite law collections in segregation units; operate staff libraries containing professional journals, books and Internet access; answer inmate and staff reference questions; aid library users in conducting legal research; provide access to photocopies, typewriters, notary services, legal stationary and current institution/departmental regulations; train inmate law and general library clerks to assist other inmates in their research; provide programs such as creative writing and computer classes and provide security within the library.

Minimum Entrance Requirements:

Certification as a Professional Librarian by the Massachusetts Board of Library Commissioners. Based on assignment, travel may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

Personnel Officer Series:

Starting Salary – Personnel Officer I - \$1627.09 bi-weekly

Personnel Officer II - \$1770.04 bi-weekly

Incumbents of positions in this series perform personnel functions for an assigned agency including the planning of recruitment activities; interview applicants for employment; acquire information regarding job content and performance criteria from agency staff; provide information regarding civil service rules, fringe benefits and promotional opportunities to agency staff; mediate employee grievances; review and process requests for personnel actions; maintain agency personnel records; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in personnel work, or (B) any equivalent combination of the required experience and the substitutions below.

A Bachelor's degree or higher may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Power Plant Engineer – 2nd Class:

Starting Salary - \$1677.47 bi-weekly

Incumbents of positions in this series operate, maintain and/or repair high pressure boilers and auxiliary machinery and equipment; clean machinery and equipment; respond to emergencies or equipment breakdowns; maintain adequate supply of fuel; and perform related work as required.

Minimum Entrance Requirements:

Possession of a Second Class or higher Stationary Engineer's license, based on the standards established by the Massachusetts Department of Public Safety and pursuant to Chapter 146 of the MGL. is required.

Program Manager Series:

Program Manager II - Starting Salary - \$1504.74 bi-weekly – Program Manager IX – Starting Salary \$2026.94 bi-weekly

The Department's management positions are employed in various areas throughout the Department such as Superintendent, Deputy Superintendent, Director of Security, Directors of various departments throughout the Department such as Budget Director, Director of Support Services, Payroll Director, Public Affairs Manager Director of Victim Services etc. The summary of series and minimum entrance requirements varies depending on the management level.

Program Manager II – Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, or public administration and (B) of which at least one year must have been in a supervisory or managerial capacity or (C) any equivalent combination of the required experience and the substitutions below.

A Master's degree with a major in business administration, industrial engineering, industrial psychology, management, public administration, or hospital administration may be substituted for a maximum of one year of the required (A) experience.*

A Doctorate with a major in business administration, management, public administration, industrial engineering, industrial psychology, or hospital administration may be substituted for a maximum of three years of the required (A) experience.*

*Education toward such degree will be prorated on the basis of the proportion of the requirements actually completed.

Program Manager IX – Minimum Entrance Requirements:

Applicants must have at least (A) six years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration and (B) of which at least three years must have been in a managerial capacity.

Recreation Officer Series:

Starting Salary – Recreation Officer I - \$1686.57 bi-weekly

Recreation Officer II - \$1869.10 bi-weekly

Incumbents of positions in this series develop individual therapeutic and rehabilitative goals and objectives for inmates of correction institutions; plan and organize recreational, social, instructional or special activities for inmates; recommend use of recreational areas; motivate inmates to participate in recreational activities; conduct training sessions for correction personnel and inmates in such areas as types of services available; determine activities for recreational programs; requisition supplies and equipment; maintain custodial care and control of inmates, patrol correctional facilities; observe conduct and behavior; investigate suspicious inmate activity; enforce rules and regulations; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in planning, organizing, instructing or conducting therapeutic and rehabilitative recreation services in a correction institution of which (B) one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

A Bachelor's degree with a major in recreation, recreation education or therapeutic recreation may be substituted for two years of the required (A) experience.*

A Master's degree or higher in recreation, recreation education or therapeutic recreation may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Research Analyst Series:

Starting Salary – Research Analyst I - \$1456.46 bi-weekly

Research Analyst II - \$1526.42 bi-weekly

Research Analyst III - \$1691.48 bi-weekly

Incumbents of positions in this series conduct research in an assigned subject area; determine the methods and procedures to be used in collecting data; analyze information to draw conclusions and make recommendations; prepare reports; collect and compare information from various reference sources and/or by consulting experts; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have (A) at least two years of full-time, or equivalent part-time, technical or professional experience in research or statistical work, or (B) any equivalent combination of the required experience and the substitutions below.

A Bachelor's or higher degree may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Sewage Treatment Plant Operator Series:

Starting Salary – Sewage Treatment Plant Operator I - \$1293.32 bi-weekly

Sewage Treatment Plant Operator II - \$1444.47 bi-weekly

Sewage Treatment Plant Operator III - \$1591.93 bi-weekly

Incumbents of positions in this series operate sewage treatment plant equipment; make minor repairs to equipment; collect and test sewage samples; monitor control panels and adjust valves and gates; record data regarding sewage treatment plants operations; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in the operation, maintenance and/or repair of mechanical, electrical and related equipment in a water or sewage treatment plant, stationary power plant or pumping station, or (B) any equivalent combination of the required experience and the substitutions below.

A certificate of completion of a program in waste water treatment from a recognized school above the high school level may be substituted for a maximum of one year of the required experience.*

*Education toward a certificate will be prorated on the basis of the proportion of the requirements actually completed.

Steam Fireman:

Starting Salary - \$1232.92 bi-weekly

Incumbents of positions in this series operate boilers and related auxiliary equipment; read meters and gauges at specified intervals; open and close valves and adjust controls; check/monitor operating systems to detect faulty operating equipment, etc.; clean, maintain and/or lubricate power plant and related auxiliary equipment; record data and maintain logs on such matters as temperatures, fuel consumption etc.; and performs related work as required.

Minimum Entrance Requirements:

Possession of a current and valid First or Second Class Steam Fireman's license issued by the Massachusetts Department of Public Safety, pursuant to Chapter 146 of the MGL.

Storekeeper Series:

Starting Salary – Storekeeper II - \$1044.12 bi-weekly

Storekeeper III - \$1139.08 bi-weekly

Storekeeper IV - \$1243.87 bi-weekly

Incumbents of positions in this series unpack and examine incoming goods; purchase supplies and equipment; store goods, supplies and equipment; mark identifying codes, etc. on articles; issue supplies, materials and equipment; maintain records; take inventories; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least two years of full-time, or equivalent part-time, experience in storekeeping work in a storeroom, stockroom or warehouse, the major duties of which included receiving, storing and issuing supplies and equipment.

Word Processing Operator Series:

Starting Salary – Word Processing Operator I - \$1121.35 bi-weekly

Word Processing Operator II - \$1232.92 bi-weekly

Incumbents of positions in this series operate word processing equipment; type original material on word processing equipment; check the accuracy of typed and printed material; operate printer; establish and maintain coding and filing systems; and perform related work as required.

Minimum Entrance Requirements:

Applicants must have at least (A) two years of full-time, or equivalent part-time experience in office work the major duties of which included typing, or (B) any equivalent combination of the required experience and the substitutions below.

A diploma as evidence of graduation from a commercial or business course of a recognized high school or vocational/technical high school experience.*

A diploma as evidence of graduation from a course other than a commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.*

A diploma for completion of a program in a recognized, non-degree granting business or secretarial school above the high school level may be substituted for a maximum of one year of the required experience. *

An Associate's or higher degree may be substituted for a maximum of one year of the required experience. *

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

The DOC welcomes the opportunity to discuss with you the developing of a challenging career. The Division of Human Resources Recruitment Office can be reached during normal business hours at (508) 850-7850 and the Affirmative Action Recruitment Office can be reached during normal business hours at (508) 850-7784. It is also suggested that you frequent our web site at www.mass.gov/doc/ and the Commonwealth's Employment Opportunity web site at www.state.ma.us/ceo.nsf/ceo_homepage for daily updates for opportunities within the Department of Correction and the Commonwealth of Massachusetts.